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CAP CADET TRAINING TO DEVELOP HONOR, DISCIPLINE AND LEADERSHIP

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TRAINING DIRECTIVE)

CAP CADET TRAINING TO DEVELOP HONOR, DISCIPLINE AND LEADERSHIPSECTION I - GENERAL1. Objectives

The training objectives of the CAP Cadet Program are (a) to provide practical ground and preflight instruction in aviation subjects and elementary military matters and (b) to develop well-disciplined, reliable, potential leaders, with a high degree of resourcefulness and initiative and with the highest standards of honor and integrity.

2. Purpose

The purpose of this directive is (a) to provide a standard plan for the organization of cadet units for such training and thereby insure uniformity throughout the United States and (b) to effect uniformity of organization, rank, and insignia among cadets, in order that CAP Cadet Units may work together as a unit of command.

3. Plan

a. CAP Cadets will be organized into squads, flights, and squadrons and trained to function in a military manner in their drilling, in their classrooms, and in their honor council. They will be taught to govern themselves, to command on the drill field, and to govern their honor council, as this is the quickest and most effective method of developing the qualities of initiative, leadership, discipline, and promoting high physical, mental and moral standards.

b. The general plan for the accomplishment of these objectives is set forth in this directive, which outlines (a) the organization and duties of CAP officers and senior members responsible for the conduct of the cadet program, (b) the organization of CAP Cadet Units and procedures to be followed in cadet training, and (c) the machinery for cadet self-government.

4. The Military Triad

The key-note of this program will be "The Military Triad", a publication of the Army Air Forces Training Command, which deals with the following subjects: (a) the military honor code, (b) discipline and customs of the service, (c) leadership, and (d) an officer's attitude toward duty. These subjects will be stressed throughout this program and all students will be required to become thoroughly familiar with the material presented in this publication.

SECTION II - ADMINISTRATION5. Organization

a. The CAP Cadets will be organized for administrative and training purposes into units, commanded by a Commandant of CAP Cadets, assisted by a Cadet Training Officer and other CAP officers and adult members.

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b. Under the direct supervision of the Commandant, the CAP Cadet organization will be commanded by CAP Cadet Officers (Cadet Captains and Cadet Lieutenants) and non-commissioned Cadet Officers (Cadet Sergeants and Cadet Corporals) appointed by the Commandant. Their selection will be made in general according to their military rating, with due consideration to their academic ratings. (Insignia of CAP Cadet rank and grade are black satin ( $2\frac{1}{2}$ "x1-3/4") with woven design in gold colored thread, as illustrated in Attachments No. 1 and No. 2, and are worn on both sleeves of the outer garment in the same manner as chevrons.)

## 6. Duties of CAP Officers

### a. Commandant of CAP Cadets

- (1) In each CAP Cadet Unit there will be a Commandant who will be a CAP officer especially selected for and assigned to this duty by the Commander of the CAP Squadron (or Detached Flight) responsible for the Cadet Unit.
- (2) As commander of the basic administrative cadet unit, the Commandant is directly responsible for the administration of that unit. Such responsibility includes correspondence, preparation of records and reports, supply, training, discipline and general direction of unit business. This direct and complete responsibility cannot be delegated to subordinates. Actually the Commandant customarily places the subordinate officers in charge of separate activities of the squadron. Those subordinates are directly responsible to him, but the direct responsibility to higher authority remains with the Commandant.
- (3) The Commandant will submit to the Squadron Commander such reports on the operation of the school as may be directed. Such suggestions and recommendations as the Commandant may deem desirable for the interest of the unit will be included.
- (4) It will be the responsibility of the Commandant to require all cadets in his unit to be rotated in the performance of the various duties of the unit. This will overcome lack of experience by giving the cadets increased opportunities for the exercise of judgment and initiative.

b. Cadet Training Officer. For each CAP Cadet Unit there will be a Cadet Training Officer who will be a CAP officer especially selected for and assigned for this duty by the Squadron Commander. The Cadet Training Officer will assist the Commandant of Cadets and will have immediate charge of all training within the Cadet Unit and of all records pertaining thereto. Under the supervision of the Commandant he will prepare the various rosters and schedules affecting the work of instructors and cadets. In the absence of the Commandant, the Cadet Training Officer, on permanent duty with the Cadet Unit, will act as Commandant.

(2) Each cadet will fall in at the same relative position in his flight for every formation. Each cadet in each of the three squads will be given a definite number. The Squad Leader will assign a number to each cadet from right to left has been two man, etc., until each cadet to his left will be the number be the number one man, the cadet to his left will be the number two man, etc., until each cadet to his left has been assigned a number. For example, a cadet will fall in as number two man in the second squad or number three man in the third squad.

(1) The cadets of each flight will line up in single file according to size, with the tallest cadets at the front of the file and the shortest cadets at the rear of the file. When the flight is formed, the tallest cadets should be on the right end of the flight and the shortest cadets should be on the left end of the flight. Each flight and the shortest cadets should be on the right end of the flight.

#### b. Formation

a. Organization. A flight consists of two or more squads and is commanded by a Captain First Lieutenant assisted by a Second Lieutenant and a Third Lieutenant. The size of the flight will depend on the local situation. For Cadet Sergeant. The size of the flight is one which is not part of a Squadron, but is part of the flight. The proposed plan permits variation in the number of squads included in most flights, the number of cadets should be from twenty-five to forty. The proposed plan permits variation in the number of cadets in the flight. A Detached Flight is one which is not part of a Squadron, but is part of the flight. Reports directly to a group or Wing Command.

#### c. The Flight

e. A four-squad unit forms in four ranks and marches in column of fours.

threes.

d. A three-squad unit forms in three ranks and marches in column of

c. A two-squad unit forms in two ranks, then marches in column of twos.

b. Squads are usually arranged to produce a three- or four-rank formation so that by faccine to the right the unit will march in column of threes or column of fours, depending on the number of squads.

a. A squad will be composed of not less than five or more than fifteen members, depending on the local situation. It includes one Squad Leader (Corporal) and Assistant Squad Leader (Cadet Private First Class). When the Squad Leader is absent, he is replaced by the Assistant Squad Leader. If the Assistant Squad Leader is also absent, the next senior member of the squad acts as Leader.

#### d. The Squad

#### SECTION III - ORGANIZATION AND CONDITION OF CADET UNITS

c. Other subordinate officers may be designated as Unit Adjutant, Supply Officer, etc., according to the size of the Cadet Unit.

- (1) At the command of Fall In, the cadets will take their assigned position in the right.
- b. Each Assistant Leader takes post three paces in front of the point where his right Leader stands. The right Leader takes post one pace to the right of and three paces in advance of the right guide of the right, facing toward the left flank of the right.
- (2) At the command of Fall In, the squad forms in two, three, or four squads, with normal interval between cadets (unless close interval is directed) and three-pace interval between the center of the squad and the point of the front of the right.
- a. The First Sergeant takes post nine paces in front of the point where the center of the squad is to be, faces that point and commands Fall In. The Cadet Squadron Commander takes post three paces to the rear of the first sergeant making a total of twelve paces from the squadron.

#### 10. Roll Call Procedure

- b. Formation. Each squadron is sized and organized by the Commander at the beginning of each class, according to the instructions given in paragraph 76.
- a. Organization. The cadet squadron consists of two or more rights and is commanded by a Cadet Captain assisted by a Cadet First Lieutenant.

#### 9. The Squadron

- (2) The second man of the command of a right takes position at the left front of the right man. The second in the rear rank in the right squad of the unit sees that the proper formation is maintained, and that commands are promptly and correctly executed. The right guide is posted on the right front rank man of the column, he takes post in front of the right flank man. In the rear rank in the right squad of the unit, the second in the rear rank man in the rear rank in the right squad of the unit, sees that the proper formation is maintained, and that commands are promptly and correctly executed. The right guide is posted on the right front rank man of the column, he takes post in front of the right flank man. He is responsible for maintaining the proper direction and advance of march of a right.

- (1) The right leaders take position six paces in front of the center of the right when in line. In march formation (columns of threes or fours), he marches at the head of his right in columns of threes or fours). The second in the rear rank when in line, he follows otherwise indicated. When squads are in column, he follows the leader man of the command of a right when squads are in line unless otherwise indicated.

#### c. Position of Individuals

- (3) Each squad Leader will make a list of the cadets in his squad on a card designating their assigned number in the squad. A copy of this list will be given to the Assistant Leader.

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- (2) If a cadet is absent his position in the squad is left vacant so that the Squad Leader may determine, by the blank spaces, who is absent.
- (3) The Assistant Flight Leaders than command: Report. Remaining in position, the Squad Leaders in succession from front to rear in each flight salute and report, "Sir, all present" or "Sir, Mr. Smith, Mr. Jones, etc. absent". After the Assistant Flight Leaders have received the reports from each of the Squad Leaders, he faces about. At the command Report, given by the First Sergeant, the Assistant Flight Leaders successively, beginning with the flight on the right, salute and report, "Sir, all present or accounted for," or "Sir, one man absent," or "Sir, five men absent".

c. The Cadet Squadron Commander will verify the presence of Lieutenants by observation or by calling their names. If a Lieutenant is absent, he will ascertain from the First Sergeant whether the absence is authorized.

d. The Cadet Squadron Commander will personally report Lieutenants who are late and will be responsible that other "lates" in the squadron are reported. Under the Cadet Squadron Commander, Flight Leaders will be responsible that all "lates" in their flights are reported.

e. All flights having reported, the First Sergeant commands: Post. The Assistant Flight Leaders face about and move by the most direct routes to their positions on the left of the left man of the rear squad. The First Sergeant faces about and salutes the Squadron Commander, and reports, "Sir, all present or accounted for,", or "Sir, \_\_\_\_ men absent," and without command faces about and moves by the most direct route to his position which is at normal position in rear of the First Squad Leader of the rear squad to the left of the center (or center flight). After the First Sergeant has reported, the second in command and officers commanding flights take their positions immediately. The second in command takes his post three paces in rear of the Assistant Flight Leader of the second flight.

## II. Command

### a. General

- (1) The regular or acting CAP officers will be responsible for maintaining discipline, for instructing those placed under their control and for setting a soldierly example at all times.
- (2) In any situation, responsibility for command and maintenance of order and discipline will rest with the senior cadet present and the cadet in command. It will not be lessened because of the presence of another cadet (such as a member of the guard) who has concurrent authority.

**b. Giving Orders**

- (4) Acting cadet officers and non-commissioned officers will have the authority and responsibilities of the position they are temporarily filling.
- (3) Whenever a cadet, who would normally be in command in any situation is to be absent, he will notify the next in rank.

(2) Unless acting in an official capacity, Cadet Privates may not give orders to other cadets.

(1) Regular or acting cadet officers and non-commissioned cadet officers will have the authority to give executive orders at any time to any cadet, unless the cadet be removed from his office.

**c. Duties of CAP Cadets**

- a. Cadet Captain. The Cadet Captain is the Cadet Squadron Commander and is responsible to the Commandant of Cadets for the discipline and administration and general efficiency of his squadron.
- b. Cadet First Lieutenant. The Cadet First Lieutenant is the Cadet Flight Leader and will assume the responsibility of the Flight Leader during his absence.
- c. Cadet Second Lieutenant is Assistant Flight Leader and will assume the responsibility of the Flight Leader during his absence.
- d. Cadet Lieutenant. Reporting to the Commandant, a cadet has cause to see the Commandant in order of length of service.
- e. Roseters. All rostros will be kept so as to insure a fair rotation of duty. Changes in rostros will be made only by Cadet Flight and Cadet Squadron Commander in accordance with the Commandant's instructions. Cadets will serve on rostros as indicated in current memoranda.
- f. Squadron Commander, from whom he will request authority to see the Commandant, he will report to his First Sergeant and request permission to see his Commandant. When a cadet has cause to see the Commandant, he will report to the First Sergeant and the First Sergeant will request authority to take the unit in order of length of service.

**12. Duties of CAP Cadets**

- a. Cadet Captain. The Cadet Captain is the Cadet Squadron Commander and is responsible to the Commandant of Cadets for the discipline and administration and general efficiency of his squadron.
- b. Cadet First Lieutenant. The Cadet First Lieutenant is the Cadet Flight Leader and will be responsible for the discipline and general efficiency of his squadron.
- c. Cadet Second Lieutenant. The Cadet Second Lieutenant is Assistant Flight Leader and will be responsible for the discipline and general efficiency of his squadron.
- d. Cadet Lieutenant. Reporting to the Commandant, a cadet has cause to see the Commandant in order of length of service.
- e. Roseters. All rostros will be kept so as to insure a fair rotation of duty. Changes in rostros will be made only by Cadet Flight and Cadet Squadron Commander in accordance with the Commandant's instructions. Cadets will serve on rostros as indicated in current memoranda.
- f. Squadron Commander, from whom he will request authority to see the Commandant, he will report to his First Sergeant and the First Sergeant will request authority to take the unit in order of length of service.

- (6) Except when absent on duty, the Cadet Orderly will remain in the Orderly Room.
- (5) Cadet Orderly will see that the authorized absentees list is properly checked.
- (4) The Cadet Orderly will meet all formations of his squadron and flight, and receive the absentee report from the cadets in command. These absentees will be checked with him without further list of absences, and all cadets who are absent without further reason will be reported on the proper form.
- (3) The old Cadet Orderly will instruct the new Cadet Orderly in his duties.
- (2) Old and new Cadet Orderlies will report to the Cadet Unit Command before the unit meets.
- (1) The First Sergeant will detail a Cadet orderly for each meeting of the unit from a rooster of all Cadet Privates.
- c. Cadet Supply Sergeant. The Cadet Supply Sergeant assists the Commandant of Cadets and the Cadet Training Officer with the care of and the records pertaining to the equipment and supplies assigned to the Cadet Unit.
- (5) He prepares, maintains, and distributes the daily roster.
- (4) He assists the Cadet Squadron Commander in maintaining discipline and morale.
- (3) He reports to the Cadet Squadron Commander the number of unauthorized absences.
- (2) He is a personal assistant to the Cadet Squadron Commander, in brief, is right hand man.
- (1) The Cadet First Sergeant is the key man of the non-commissioned group of a squadron or similar unit.
- d. Cadet First Sergeant
- (3) He observes the conduct of the unit and sees that the proper formation is maintained.
- (2) He reports the absentees during roll call.

### 13. Classroom Procedure

a. General. Classroom attendance is a Military Formation. Therefore, strict adherence to Military Formations will be required and demanded. The flight marches to the classroom in close-order formation at attention, and after the flight has been halted, they enter the classroom in single file, the command is: (1) Column of files from the right (left) (2) March. Upon arriving at their assigned seats in the classroom, cadets will remain standing at attention. The Flight Leader will salute and hand the absentee report to the instructor. After the instructor has carefully checked over the absentee report, the Flight Leader then commands: Seats. If the instructor is not present when the flight enters the classroom, the Flight Leader will give the command: Seats when all the cadets are in their assigned places. When the instructor enters the room, the Flight Leader will call the flight to: Attention and use the regular procedure in reporting. It is of the utmost importance that the instructor enforce strict adherence of this formality which is primarily designed to aid in the preservation of discipline, and to start the class with the proper command of attention and authority. Sloppy reports make for a poor start, lack of interest and attention, and they present a disciplinary control problem to the instructor which is entirely unnecessary. Upon the command: Seats, cadets will seat themselves at ease without lounging. The instructor must observe his class at all times and will not permit slouching or sloppy attitudes. Rules of military dress and bearing will be closely adhered to in class. Caps will not be worn. There will be no gum chewing or cigarette smoking. Cadets will sit up in their seats. At the close of the class period, the instructor will command: Flight Leader take charge. The Flight Leader will then call the class to attention and they will file out of the classroom at attention. The flight should at once reform outside the classroom and move off in a military manner.

b. Individual. With proper regard to the opening and closing formalities, the instructor will have little difficulty in maintaining proper classroom discipline and student attitude. When cadets wish to answer questions or volunteer answers, they will raise their hands. When they are recognized by the instructor, they will come to the position of attention and remain standing at attention throughout the conversation. The questions or answers will be prefixed by a "Sir". When the conversation has ended, the cadets will resume their seats.

c. Classroom Visitations. While the class is in session, visitations may occur. The visitors may be members of the Faculty in performance of their duties such as inspectors of teaching academic instructors; or faculty and inspecting officers. Unless specifically called to attention by the conductor of the visiting party or inspecting officers, the instructor and the class will continue without any interruption in the normal manner. If the class is stopped by a call to attention, the instructor will at once present himself to the visiting inspection party and report: "Sir, Lt. \_\_\_\_\_ conducting (the lesson number) in the subject of \_\_\_\_\_, name of unit".

d. The cadets will be given the title of "Mister" or "Miss" and will be addressed as such at all times.

- a. Reporting to Higher Commanders. Whenever a Cadet desires to report voluntarily to a higher Commander he will do so through all intermediate commanders. For example, a Cadet reporting to the Commandant will first receive permission from his Cadet First Sergeant and then from his Cadet Unit Commander.
- (1) The Commandant and Cadet Training Officer are the only ones who can excuse any Cadete from any duties.
- (2) A Cadet reporting late at a place of instruction will be considered to have missed part of the instruction if he joins the flight after it has been reported to the Instructor by the Flight Leader.
- (3) A Cadet will be "absent from duty" when he does not join before Adjutant's call, either which he may not join. More than the duty ends; "absent from ceremony" if he does not join before the time of roll call.
- (4) A Cadet will be "late" if he is not exactly in his proper place at the time of roll call.
- (5) When for any reason any Cadet misses a part of it as possible, he nevertheless will attend as much of it as possible.
- (6) The Cadet in command of any academic formation will report all absences from that formation both to the Cadet Orderly and to the Instructor for that formation.
- (7) The Cadet orderly will report only those absences reported at the first opportunity.
- c. Bulletin Boards
- (1) Unit Bulletin Boards will be inspected by all Cadets before and after each meeting of their unit.
- (2) The Cadets will be held responsible for the knowledge of and compliance of all orders, memoranda, etc., posted on unit Bulletin Boards.

## 11. General Procedure

(a) In all cases, the senior cadet present on duty at the formation of any group of cadets will be in charge. He will

### (1) Cadet in Command

#### c. Formations

(8) An erect military posture will be in exhibit at all times.

(7) The usual custom of juntors walking on the left of senior rank will be observed and the step taken from the senior.

(6) When two or more cadets are walking in a group they will keep in step.

(5) The personal appearance of cadets will be the best at all times, consistent with their work in which they are engaged.

(4) On social occasions, such as dances, receptions, teas, and calls at officers' quarters, cadets will conform to the practice of officers and ommit personal salutes when engaged in personal gatherings. Apples at entertainments, motion pictures, and other public convocations or when exchanging greetings. The same rule applies to places more or less public in their nature.

(3) Out of doors, if seated, it rises at the approach of an officer, faces towards the officer, stands at attention and salutes. If walking, he will salute without stopping. In doors, but not in a room, cadets will not salute except when spoken to or reporting to or leaving the presence of an officer. This applies to places more or less public in their nature. Cadets will salute only when reporting to an officer and will come to attention whenever addressed by an officer.

(2) In a room or an office, when an officer enters, a cadet will rise and remain standing at attention until the officer directs otherwise or until he leaves the room or is seated. Except at inspection of CAP units, if there are a number of cadets present, the command "attention" will be given by the first cadet who sees the officer.

(1) Cadets will render the courtesy prescribed by Army Regulation. (See summary presented in Section III, "The Military Tradition".)

#### d. Military Courtesy

(3) Cadets, other than the Cadet First Sergeant or Commandant, will not post anything on or remove anything from Unit Bulletin Boards without the permission of the Commandant.

Cadets will cut the permission of the Commandant.

- (2) Marching
- (a) Cadets in formation will always be marched at attention when in any building, and when approaching, or leaving the place of duty or instruction.
- (b) The senior cadet will be determined as follows: 1. The senior cadet or senior non-commissioned officer, seconded by the senior cadet of the private with longest time in service. 2. If no senior private first class or the private with longest time in service, the senior commissioned officer is present, the senior private first class according to date of rank or 2. If no senior or non-commissioned officer is present, the senior cadet of the class or the private with longest time in service.
- (c) The cadet in command of an academic class will be known as "Flight Leader".
- (d) Cadets in formation will always be marched at the rate of two's when the tempo is slow, and at four's when the tempo is rapid.
- (e) The rate of march will be quick time unless otherwise specified.
- (f) In each formation, the cadet in command will be responsible for the step and for moderating the rate of march after passing doorways or other obstacles, halting the formation for the step and for moderating the rate of march after it becomes necessary, so that those in the rear may properly close up.
- (g) The cadet in command will march where he can best control his unit.
- (h) Whenever necessary to avoid interference or collision, larger formations have the right of way over smaller for meetings of any duty, and at such other times as may be specified for any particular formations or duties.
- (i) Whenever a roll call or check is required at any formation, the result will be reported to the Cadet Orderly if the whenever a roll call or check is required at any formation, the result will be reported to the Cadet Orderly if the formation is held in the unit area.

have a code of honor that will be unsupervised. But if the common body, or the main factor, is strong enough, these men can be very similar stimuli of sufficient force to be placed above personal ethics, or it may be type of government or the administration of a certain type. It may be the desire for a certain completion of a prescribed course of study. It may be the desire for a common achievement, such as the system of honor. There must be the desire for a common bond between individuals who work under a

c. Any system to be workable must be more a system of strict than of rules and regulations. To satisfy this requirement a system must be administered

d. There must be two situations involving a case of honor to be identical, they can be very similar and in such an instance, it is essential that the treatment of one and another as a guide for some unusual situation. Although it is difficult to serve as a guide for some exact written rules to be necessary to have much-exact adoption to have an elaborate set of such rules to guarantee the uniform adoption. This does not mean that there cannot be rules; on the contrary, it may be necessary to have a code which is not mean within by persons who are themselves living according to the rules and regulations.

e. Any system to be workable must be more a system of strict than of rules and regulations. To satisfy this requirement a system must be administered

f. There must be a desire on the part of the individuals comprising the group to have a code whereby they may function together with complete confidence that whatever each does or says, he is willing to prove that such action is in accord with the code as understood and practiced by all.

g. Any "Honor System" or system of procedure based on the honor and integrity of the individuals comprising the group depends for its success upon certain characteristics or qualities within the individuals which, it is not at ready present to a sufficient degree, may be inaccessible wholly developed. The word "honor" is an intangible that is not entirely definable, yet its presence is readily detected and its absence is immediately obvious.

h. There must be a desire on the part of the individuals comprising the group to have a code whereby they may function together with complete confidence that whatever each does or says, he is willing to prove that such action is in accord with the code as understood and practiced to be the best of the cadets. The performance of the cadets cannot be expected to be any better than this regarded as such is intangible really reflected in the conduct and work of the all prescribed uniform regulations. There can be no laxity or carelessness in observing all the established customs of military discipline and courtesy and

i. All CAP officers, instructors, and other senior members oughting in the cadet training program will conduct themselves with due order and propriety,

j. Conduct of CAP officers and instructors

All CAP Cadet Units will be instructed in Infantry Drill for Foot Troops without arms as set forth in "Infantry Drill Regulations" (FM 22-5). (See para Graph 20, CAP Training Directive No. 35, 1 January 1945.)

#### 15. Infantry Drill

e. Any military organization tends to be primarily of a code of honor. Men who are working together in an environment of a code of honor tend to be more honest with each other. They remain any services are normal very frank and honest with each other. These men are usually grouped together. They have some kind of a political organization. These men have been associated with all military organizations. There is no such protection as democracy, freedom, homes, families and even honor itself. Honor is common; these military organizations exist for such purposes as protection and safety. These men are usually grouped together. They both in letter thought other than each spoken word being the exact truth both in letter and impolitication. These men are usually grouped together. They remain any common; these military organizations exist for such purposes as protection and safety. These men are usually grouped together. They remain any common; these military organizations exist for such purposes as protection and safety.

f. Honor systems may differ, but the guiding principles of all will be similar. There will not be a successful honor system. If we use it there is a high morale among the members of the unit, there can be a successful system of honor and conversion. Pride in ones organization or "esprit de corps", good morale and honor are common. The best members of the unit, there can be a successful system of honor and conversion. This theory can be further broken down to include the following steps which can be given or received that will give one cadet an advantage over another. This is theory can be avoided that must be completed with:- (1) to state the truth in all official statements, (2) to avoid cheating in recitations or examinations, (3) to report or rules that must be followed with:- (1) to support the findings of the Honor Council, (2) to submit violations of the code, and (4) to support the findings of the Honor Council. It is seldom wise to have more than a minimum of rules and regulations. The above statement will be found to cover virtually every situation that may arise involving honor.

g. In academic work many situations occur that involve honor: if it is here that the temptation is found that makes the individual want to take a little advantage of his classmates in order that he may cover some inadequacy of his own. It is natural that each cadet should want to excel in his academic work, but it is not proper that he should do so at the expense of his classmate. It is not fair that a cadet uses the work of another and then has it in with his own name on the paper. When a cadet signs his name to any paper he handles his name on the paper that each cadet do so at the expense of his classmate. It is not fair that a cadet uses the work of another and then has it in with his own name on the paper. When a cadet signs his name to any paper he handles his name on the paper that each cadet do so at the expense of his classmate. It is not fair that a cadet uses the work of another and then has it in with his own name on the paper that each cadet do so at the expense of his classmate. Hereby certifying that I have received no unauthorized assistance in the preparation of this lesson". In the solution of examinations, the cadet will not use notes, outlines, or assistance of any nature. Unauthorized assistance includes all such instances, or assistance of any nature. A man report another as present unless he is actually there. If a man is leader, or any other person charged with making reports on those absent from his group, certifies on his honor as to the correctness of such reports. In no case will a man report another as present unless he is actually there. If a man is not in ranks but on his way he will be reported as absent or late as the case may be.

cadet does something that he should not do and says or writes that he has not character of the cadet, other than his carelessness or indifference. If the cadet does not do, that is simply a breach of regulation and it is no justification of the should not been, shamed when they had not been. If a cadet does something that she had been, she was a statement to the fact that started should not involve honor unless there was a statement to the fact that ones shows to a more serious offense like absence without leave. These instances regulate condition concerning the Cadet Unit. This may cover anything from not showing a "breach of regulation". The latter is simply the violation of some rule or a distinction should be made between a "breach of honor" and

punishment which the Faculty Board finds applicable to the particular case. Of the right to go to summer encampment, reduction in rank or any similar then the punishment may be a suspension of priviliges. For example, the cadet is deemed worthy of being given a second chance since his offence was slight, cases which the Council feels are more a matter of discipline, such as the cadet paragraph 26). This penalty may in extreme cases be elimination. For those mandated by the Cadet Honor Council will be removed by the Faculty Board (See of the case are destroyed and no further action is taken. The penalties record to action to be taken. In the event a cadet is found not guilty all records even the accused is found guilty, the case, together with all pertinent evidence been any violation of the honor system, that the case be so decided. In the accused every opportunity to prove his innocence and to see that, if there has endeavor to bring forth all pertinent facts concerning the case, to give the voluntary the honor system that is brought to its attention. The Council will second duty of the Council to make a complete investigation of any case in the institution should be partially completed as regards the new member. It is first, to instruct the cadets on the code as they interpret it. This Council, first, to instruct the cadets on the code as they interpret it. This platoon leader will also be a member of the Council. It is the function of the selected representative from each flight. In Detached Flights, the Assistant chairman, Cadet Unit Commander, senior ranking Cadet Leader, and one is vested in the Honor Council, comprising the senior ranking cadet officer as is entombed in the Honor Council, interpretation of the code of honor.

j. The system as practiced by the CAP Cadets is not a hardship nor a burden for any cadet who does his duty and has the correct attitude; to the contrary, it serves to simplify his personal and official life. Anyone living in a successful system where the law is the law of a man's honor, will find that has little is more pleasant through the success of this system. The system is intentionally incomplete or indirect answer to a violation of the honor code. An answer intended. Uniquely in any form or entrying the wrong impressions by an offical statement. A direct answer will be given to any question. There should be no evasion of any answer other than the correct answer intended. Any statement made to any officer or Cadet in the line of duty is an offical statement.

k. The inaccuracies in the marking of reports at the time the report is taken may be, unless he is actually present at the time the report is taken. Inaccuracy of the marking of reports at the time the report is taken.

- done it or that he has done something else, this is a breach of honor and is the introduction of the presence of moral turpitude and will not be tolerated.
- m. Great satisfaction is gained by any group of cadets who have a distinct knowledge that each cadet's word is exactly as it is spoken, written and intimated.
- the program in any particular Cadet Unit will be directed to a large degree by the successfull functioning of the Honor Code.
- cadets to have an honor code and to make it work. The success of the CAP Training Program in any particular Cadet Unit can be gained only by the cooperation and desire of all and intimated.
- Before putting this program into effect in any Cadet Unit, all members of the unit should be thoroughly familiar with the military code of honor. Its purpose and importance should be thoroughly explained to the members in which the program is designed to operate. It is important that all CAP officers and adult members responsible for the conduct of the program be thoroughly familiar with every phase of the honor code and with the mechanics necessary to its success. In the case of a rankine Cadet Flight Leader, and one elected member from each Cadet Unit Commander, a senior officer in each rotation of command as Captain, Cadet Unit Commander, a senior ranking Cadet Flight Leader, and one elected member from each Cadet Flight.
- b. An Honor Council will be provided for each cadet squadron and each detached cadet flight. A detachment of three cadets on the Honor Council. Any vacancies which may occur should be filled immediately.
- c. There will be not less than three senior ranking Cadet Flight Leader. Any detachment of three senior ranking Cadet Flight Leader.
20. Interpretation of Honor Code
- a. It is fundamental that there shall be no preference with or in triangulation or misuse of the Honor Code to obtain discipline. Such misuse of the Code will completely nullify successful indoctrination in honor among cadets.
- b. The importance of proper interpretation of the Honor Code is illus-
- (I) It is improper to require individuals to remain with him pre-
- scribed limits or to perform tasks or duties "on their honor". Under no circumstances could a finding of honor violation be sustained in the event that his regulation of honor violation be disclosed constitutes a "breach of regulations" and not a breach of honor.

d. The Honor Council will discuss and make necessary recommendation to the proper authorities for improving the honor system.

c. Violations of the Honor Code will be reported by the cadets directly to a member of the Honor Council who will convey these reports to the chairman of the Council for action.

b. Honor representatives will endeavor to make each cadet conscious of his own honor, to himself as well as to others. This will be done by letter every two weeks.

a. The Honor Council will hear all cases involving honor and decide the innocence or guilt of the persons concerned and forward decision to proper authority.

## 21. Functions of Honor Council

(6) In the solution of all tests and examinations, no notes, outside sources of assistance of any nature will be used. All matter of unauthorized assistance in classroom work is a grave violation of the Honor Code. Unauthorized assistance is simply the giving or receiving of any form of aid, assistance, or short-cut which is incorrect, without doing the work himself.

(5) No cadet will take unfair advantage over another, in or outside the classroom by copying, cribbing, etc.

(4) Any statement, oral or written, made by a cadet, is to be accepted at its face value as meaning, and intended to mean, exactly what it implies. Quibbling is a violation of the military Honor Code, and is defined as: - Any attempt to impair a false impression or to conceal a fact by using a technicality which, in itself, may be a true statement.

(3) Any use of a pass, roulage or identification name plate where forming official duty constitutes a breach of the Honor Code. Special care shall be exercised to explain this to all persons involved in training and those responsible for training.

(2) A cadet will be required to report to the Honor Council any violation of the Honor Code coming to his attention. Failure to do so constitutes conduct in the offense. However, the Honor Code cannot be construed as requiring a cadet to report dis-

b. The academic instructor has a different phase of the Honor Code to deal with. It is in the classroom that the most opportunities to violate the

#### 24. Reporting Procedure

The Complainant will review the proceedings of the Honor Council and will make recommendations to the Faculty Board.

#### 23. Disposition of Cases

c. In the event of guilt, and only after publication of the facts and punishment of the case to those whom he represents.

d. All deliberations of the Honor Council will be kept secret. If a cadet is found to be innocent, all records of the case will be destroyed and there will be no further action or disassociation of the case.

e. The verdict, facts and recommendations will be forwarded in proper written form to the Complainant, or his representative, within twenty-four hours after completion of the case.

f. The Honor Council will make findings and recommendations upon the Complainant; however, such findings and recommendations will not be binding as to punishment; however, such findings as to guilt and recommendation

g. All verdicts of guilt will be by unanimous vote of the Council.

h. The accused cadet will be permitted to present his testimony and lead examination.

i. Anyone possessing information relative to the case. Evidence possessed by officers can be requested by the Honor Council.

j. The Honor Council will have the power to call before it any cadet before the Honor Council.

k. In the event of guilt, and only after any person is brought before the Honor Council.

l. Special meetings may be called by the Chairman whenever necessary.

m. The Honor Council will convene in closed session and a written record will be kept of all meetings.

n. There are no degrees of honor to be had, the Honor Council will discuss and plan means of improving the degree of honor among the cadets.

o. The CAP Cadet Honor Council will meet once every two weeks. It

#### 22. Procedure of Honor Council

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Honor Code exist and where the cadet thinks he has the greatest chance of violating without getting caught. The giving or receiving of unauthorized aid in any manner constitutes a breach of the Honor Code.

b. Any instructor who is aware of any violation of the Military Honor Code will apprehend the violator, secure name, organization, any evidence, and names of witnesses. He will immediately write a report to the Commandant, through proper channels, explaining the violation. Example: An instructor observes a cadet looking on another cadet's paper and copying the answer on his own. The instructor will immediately take the cadet's name, pick up his paper, taking the name of the cadet from whom he was copying, remove the cadet from the classroom, write the prescribed report and forward it. The cadet's paper that was being copied should be compared with the violator's paper after the class for any additional proof of cheating and also the assigned seating arrangement should be checked.

c. If an instructor observes a cadet allowing his eyes to wander while taking an examination, but has seen no actual cheating he should immediately call the class to attention, remind them that the Honor Code is in effect at all times, mention no names, and impress upon the cadets the importance to themselves of doing their own work. This should be in no way a method of giving any cadet a "second chance". All violations observed will be reported.

d. The instructor's task here is a difficult one, for he is honor bound to report any dishonesty, yet he cannot endanger the functioning of the Honor Code by showing in any way that he distrusts or doubts the honesty of any cadet until he has proof of his dishonesty. In other words, the instructor cannot afford to be a "snooper" and be constantly watching for dishonesty. However, those men who cannot live under the Honor Code except through fear of being caught, must be weeded out before they become officers.

e. All officers and instructors are reminded that their own integrity as displayed in their dealings among those in relation to duty and particularly in relation to cadets, is one of the most efficient "training aids" that can possibly be effective in the CAP Program.

#### 25. Other Causes for Honor Council Action

In any case not covered by preceding paragraphs in which the honor of a cadet, or the honor of the unit is in any way involved, the Honor Council will consider the act as one reflecting upon the Honor Code and render its decision accordingly.

#### 26. Faculty Board

a. At each unit there will be a Faculty Board.

## b. Composition

## (1) Commandant

## (2) Training Officer

(3) Three instructors appointed by the Training Officer  
 c. Function. To review all recommendations of the Honor Council and  
 to act upon such matters relative to the unit as may be presented by the Commandant.

## d. Quorum

- (1) The majority of those members of the Faculty Board who are entitled to vote will constitute a quorum to transact business.  
 (2) The deliberation and decision of the Faculty Board will be confidential until released by the Commandant.

(3) The act upon such matters relative to the unit as may be presented by the Commandant.

HARRY H. BLEE  
 Colonel, Air Corps  
 Acting National Commander

11 cys to: AFTRC  
 ETTC, WTC

5 cys each to: ETTC, CFTC, WTC,

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